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Minutes - APPROVED

Public Records Board  
Records Management Committee

Tuesday, October 26, 2021; 1:00  
Teams Meeting

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Committee Members Present: Paul Ferguson, Abbie Norderhaug and Erin Scharlau

- 1) **Call to order:** 1:00 PM.
- 2) **Approval of August 3, 2021, Minutes:**

Abbie Norderhaug moved, seconded by Erin Scharlau, that the minutes from August 3, 2021, be approved as submitted. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

- 3) **Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter 2021 Public Records Board (PRB) Record Series Index:**

There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

Meeting adjourned at 3:21 PM. Motion made by Paul Ferguson, seconded by Erin Scharlau. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

Next meeting: to be determined.